

Position Requirements Document Cover Sheet

Position Number:

Classification (Title, Path-Series-Broadband): NH-xxxx-IV

Duty Title:

Employing Office Location: Edwards AFB, CA

Duty Station: Edwards AFB, CA

Org Info (Agency, 1st Div, 2nd Div, etc): DoD, AF, AFMC, AFFTC,

Org & Func Cd:

1st Skill : %

2nd Skill: %

3rd Skill: %

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: (Type or Print)

Title: (Type or Print)

Signature: _____ Date: / /

Higher Supervisor or Manager: (Type or Print)

Title: (Type or Print)

Signature: _____ Date: / /

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: _____ Title: _____
(Type or Print) (Type or Print)

Signature: _____ Date: / /

COMMUNICATED CCAS REQUIREMENTS:

Period Covered					
Rater/Supv					
Date					
Reviewer					
Date					
Employee*					
Date					

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

I. MISSION/PURPOSE:

II. MAJOR DUTIES: *(Identify major duties. Limit description of major duties to one page. Assign percentages and identify applicable KSAs after each duty paragraph.)*

III. CCAS FACTORS, DISCRIMINATORS, AND DESCRIPTORS: *(These are standardized and may not be edited.)*

Professionals at this level are experts within their functional areas; heads of branches or divisions; or key program administrators. Conducts or directs activities or assists higher levels on challenging and innovative program development with only general guidance on policy, resources and planning; develops solutions to highly complex problems requiring various disciplines; responsible for fulfilling program objectives. Results are authoritative and impact programs or the well-being of substantial numbers of people.

Factor 1. Problem Solving**Level IV**

Work is timely, efficient and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

- Defines, establishes, and directs organizational focus (on challenging and highly complex project/programs). Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions. Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts.
- Assesses and provides strategic direction for resolution of mission critical problems, policies, and procedures.
- Works at senior level to define, integrate and implement strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies.
- Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.

Factor 2. Teamwork/Cooperation**Level IV**

Work is timely, efficient and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

- Leads/guides/mentors workforce in dealing with complex problems.
- Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment.
- Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for consultation.

Factor 3. Customer Relations**Level IV**

Work is timely, efficient and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

- Leads and manages the organizational interactions with customers from a strategic standpoint.
- Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting program/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements).
- Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizations, and leads overall customer interactions.

Factor 4. Leadership/Supervision**Level IV**

Work is timely, efficient and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

- Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues.
- Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success.
- Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor 5. Communication**Level IV**

Work is timely, efficient and of acceptable quality. Communications are clear, concise and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

- Determines and communicates organizational positions on major projects or policies to senior level.
- Prepares, reviews and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues.
- Presents organizational briefings to convey strategic vision or organizational policies.

Factor 6. Resource Management

Level IV

Work is timely, efficient and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

- Identifies and resolves complex problems that may cross functional/technical boundaries and promulgates solutions.
- Develops, integrates/implements solutions to diverse, complex problems which may cross multiple projects/programs or functional/technical areas.
- Independently resolves and coordinates technical problems involving multiple projects/programs.
- Develops plans and techniques to fit new situations and/or to address issues that cross technical/functional areas.

IV. RECRUITMENT KNOWLEDGE, SKILLS AND ABILITIES *(Identify 4 to 6 KSAs):*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

V. OTHER SIGNIFICANT FACTS: The checked items below apply to this position:

☐ **Career Program ID:** _____ **Type:** _____

☐ **Subject to Drug Testing Statement**

This position has been designated for drug testing. Its incumbent is subject to random urinalysis testing as a condition of employment.

_____ Tier 1 _____ Tier 1 (SCI) _____ Tier 2

☐ **"Key" Statement**

This is a Key Position. Incumbents must be removed from their military recall status if alternatives for filling the position during an emergency are not available.

☐ **Child Care/Youth Services Statement:** This position is a child care/youth services position subject to background checks in accordance with Public Law (PL) 101-647. This is a condition of employment.

(DIN JPP will be coded with a 4 which indicates a Child Care Background check is required.)

☐ **Financial Disclosure Statement:**

Employee must, within 30 days of assuming this position and by 31 October annually thereafter, file an SF-450, "Confidential Financial Disclosure Report." Employee is required to attend annual ethics and procurement integrity training. *(DIN SAJ will be coded AA if required.)*

☐ **APDP Statement:**

☐ This position is designated a **NON-CRITICAL** APDP position.

Function: _____ Level Required: _____

☐ This position is designated a **CRITICAL** APDP position.

Function: _____ Level Required: _____

This is a Critical Acquisition Position. Unless specifically waived by the appropriate Component official, (i.e., the Director of Acquisition Executive, or the Service Secretary) or if the employee is "grandfathered" under 10 USC 1736(c)(1), the following are statutorily mandated requirements (Reference: 10 USC 1733 and 1737):

- (1) Selectee must be a member of an Acquisition Corps at the time of appointment;
- (2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment.

☐ **Commercial Drivers License Requirement:** This is a condition of employment.

(DIN Y10 will be coded Y if required.)

☐ **Environmental Duty Pay or Hazardous Pay Differential Situation**

☐ **Physical Required:** This is a condition of employment. *(State reason such as: Due to heavy lifting; extended periods of standing, stooping, kneeling, etc.)*

☐ **Subject to Temporary Duty Assignments (TDY):** Approximately _____ days per year.

☐ **Other:** Explain:

Supv Level:

Job Share:

Sensitivity:

Target Broadband Level:

Emergency Ess:

Key Position:

Reason for Submission:

Remarks:

BUS Code:

Comp Level:

FLSA:

Drug Test:

OPM Functions Code:

Mobility:

Previous PD Number: